

# LOS RIOS COMMUNITY COLLEGE DISTRICT

**PURCHASE ORDER NO 0001086405**

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145  
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
04/13/2016		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Metho
Reference:	Location / Dept	
1007866 SHANEV ROUILLERS	04ADMN EDC	

**Supplier:** 0000001703  
 EL DORADO COUNTY FAIR ASSOC  
 P O BOX 1537  
 PLACERVILLE CA 95667

**email:**

**Ship To:** EL DORADO CENTER  
 RECEIVING  
 6699 CAMPUS DRIVE  
 PLACERVILLE CA 95667  
 United States

**Bill To:** 1919 Spanos Court  
 Sacramento CA 95825-3981  
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity UOM	PO Price	Extended Amt	Due Date
1- 1	FAIR BOOTH RENTAL	1.00 EA	500.00	500.00	05/11/2016
2- 1	ADDITIONAL CREDENTIALS	14.00 EA	6.00	84.00	05/11/2016

PRE-PAY INVOICE# 697

NO DELIVERABLES

WILL CALL TOTAL (30) CREDENTIAL PASSES FROM FAIR GROUNDS

Sub Total Amount	584.00
Sales Tax Amount	0.00
Total PO Amount	584.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5890	11	ED.VI.DIVE	60100	00000	041A	334.00	2016
GENFD	5890	11	FL.VS.DIVU	60100	00000	101E	250.00	2016

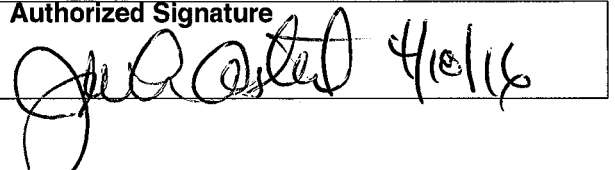
0001007866KIRKLINK12-APR-2016

Verification of this purchase order can be made using the Los Rios Community College District web site listed below. If you have any questions, please contact the Purchasing Office at (916)568-3071.

<http://www.losrios.edu/purchasing/povalidation>

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature



Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30  
 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET  
(Except for Grants & Categorical Contracts)

ARC  CRC  DO  FLC  FM  SCC  OTHER \_\_\_\_\_

Agreement/Contract With: 2016 El Dorado

Subject Matter: El Dorado County Fair  
June 18<sup>th</sup> - 19<sup>th</sup>; booth space rental

This agreement consists of the following documents:  
Application / ~~contract~~, vendor guidelines, app  
checklist & invoice; ONLREQ# 0001007866

Funding Source: 5890 Amount \$ 584.10  
GENFD 4500 II FLVS DIVU 60100 2016 DIE \$250

GENFD 5890 II ED.VI.DIVE 60100 2016 841A \$292 \$334.00  
Approved as to Substance (Originator)

By: Dal A. van Dam  
Area Manager/Supervisor  
Dale A. van Dam  
(Print Name)

Date: 3/30/16

*Certificate of  
insurance required  
see pg. 7 of Contract*

College VPA, DO, FM, Director

By: Kathleen Kuklen  
(Print Name)

Date: 4/6/16

General Services

By: \_\_\_\_\_  
Director, General Services

Date: \_\_\_\_\_

Approved as to Form: (When necessary)

By: \_\_\_\_\_  
General Counsel

Date: \_\_\_\_\_

Los Rios Community College District

By: \_\_\_\_\_  
Deputy Chancellor

Date: \_\_\_\_\_

# Requisition

**Supplier** EL DORADO COUNTY FAIR ASSOC  
 P O BOX 1537  
 PLACERVILLE CA 95667  
 United States

**Ship To:** RECEIVING  
 6699 CAMPUS DRIVE  
 PLACERVILLE CA 95667

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001007866	Date: 04/11/2016
Page 1	
Requisition Name: EL DORADO COUNTY FAIR ASSO	
<b>Requester</b> Vonnie Shane	<b>Bldg#</b> EDC
Requester Signature	
Buyer: Suzanne Rouiller	
Approved:	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	BOOTH FAIR RENTAL	1	EA	500.00	500.00	05/11/2016
2-1	ADDITIONAL CREDENTIALS	14	EA	6.00	84.00	05/11/2016

Total Requisition Amount: 584.00

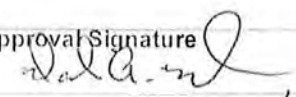

~~FAIR BOOTH RENTAL TOTAL \$500.00  
 50% SPLIT \$250.00 TO BE PAID OUT OF 60005 EDV AND 041A  
 AND \$250.00 TO BE PAID OUT OF 60005 FL VS DIVU 101E  
 ADDITIONAL CREDENTIALS (TICKETS) = \$84.00  
 100% TO BE PAID FROM 60005 EDV AND 041A~~

**PO COMMENTS:**  
 Certificate of Insurance Required - see page 7 of Contract

PREPAYMENT REQUIRED  
~~NO DELIVERABLES  
 WILL CALL TOTAL 30 CREDENTIAL PASSES FROM OUR GROUNDS~~

**Payment Instructions per Contract - Invoice# 697 Enclosed**  
**Rental** - see page 3 and 4 - to receive Cash Discount Pricing- Payment Due to vendor by May 15, 2016.  
**Additional Credentials** - (vendor passes) - see page 4 for Pricing, 16 included with Rental, purchasing 14 addition passes must be pre-paid. EDC Staff to Will Call all passes.

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount
GENFD	5890	11	ED.VI.DIVE	60100	00000	041A	334.00
GENFD	5890	11	FL.VS.DIVU	60100	00000	101E	250.00

Approval Signature  4/12/16	Approval Signature  4/12/16	Approval Signature
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Omit  
 Comment on  
 PO

Omit on PO

# El Dorado County Fair

Association, Inc.

A 501 (c) 3 Non-Profit Organization

100 Placerville Drive Placerville, CA 95667 530-621-5860 Fax 530-295-2566

## Invoice

Folsom Lake College  
6699 Campus Drive  
Placerville, CA 95667

Invoice Number: 697

Invoice Date: 3/10/2016

Due Date: 03/10/2016

Fair vendor booth

Description	Quantity	Rate	Amount
Vendor Booth Space	1	500.00	500.00
Vendor Daily	1	84.00	84.00
			\$584.00

Thank you for your business!

Questions: [fair@eldoradocountyfair.org](mailto:fair@eldoradocountyfair.org)  
Phone: (530) 621-5860

Net Invoice: \$584.00

Sales Tax: 0.00

Invoice Total: \$584.00

**2016 El Dorado County Fair**

Phone: 530-621-5860 Return to: 100 Placerville Dr., Placerville, CA 95667  
 FAX: 530-295-2566 **June 16-19, 2016**

Contract # \_\_\_\_\_  
 Location \_\_\_\_\_

**APPLICATION/CONTRACT FOR COMMERCIAL VENDOR SPACE**

The undersigned vendor submits this application/contract for approval to occupy commercial space during the El Dorado County Fair and acknowledges and agrees to be bound by all rules and regulations set forth in this application/contract, Vendor Guidelines Packet and any other subsequent Exhibits or as may be amended. Please note: 50% of space fee must be submitted with this application/contract in order to reserve space. Balance due within 60 days of submission of application.

Company/Organization Folsom Lake College Owner/Operator Dean, Dale Van Dam  
 Address 6499 Campus Drive  
 City Placerville County EDC State CA Zip 95667  
 Business phone (530) 642-5015 Fax number (530) 642-  
 Email aldeas@flec.org CA Sellers Permit # \*\* N/A

**PLEASE PRINT EMAIL ADDRESS LEGIBLY** \*\* Even if only taking leads, you are required to apply for a Seller's Permit.  
 PLEASE ATTACH COPY OF YOUR PERMIT, OR YOUR COMPLETED STATE BOARD OF EQUALIZATION FORM BOE-410D  
**List all items you are applying to sell, or services offered.** If a contract is issued, it will be assigned on the basis of **this list only.**  
**Be complete. If not listed you may be asked to remove items from sale.** Please attach separate sheet if necessary.

*Provide information about programs and services that Folsom Lake College - El Dorado Center has to offer community*

Space size requested 10 X 10 Most spaces are sold in 10' increments.  
 **Indoor** - Sleep Train Mattress Centers Commercial Building  
 **Outdoor** - Breezeway 1 (under shade cloth, 9' wide by 10' deep spaces, no canopy tops allowed unless rain)  
 **Outdoor** - Breezeway 2 (10' spaces, must provide own straight legged canopy with top)  
 **Outdoor** - Check One -  Food Court  Pavilion Tent  Plaza  Other  
 **Corner** - (additional \$50 or \$45 (cash discount price), granted upon availability)

(Every effort is made to place returning vendors in same space as previous year if submitted by February 28, 2016)  
 Same Space  Prefer No corner booth (next to EDC Office of Education)

Electrical power is supplied at (1)20 amp 120 volts. Specify any additional needs? N/A See fees

Stock Truck?  YES \$75.00 for duration of fair.  NO (No camping in stock trucks allowed) Dimensions: \_\_\_\_\_  
 Space is limited, you must let us know if you will be bringing stock truck/trailer

RV Parking - Limited space - \*30 amps only/water (\$45/day)  YES  NO  
 Length of RV \_\_\_\_\_ Type of RV: \_\_\_\_\_ Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_  
 RV spaces assigned in order of receipt of application - Spaces are limited! **NOTE: Large RVs cannot run all internal equipment.**  
 You must provide your own 100 ft. 12 gauge, 3 wire power cord plus potable water hose.

**Choose one of the following options:**  
 Provide own insurance  (Reference fee schedule for requirements) CFSA Master # \_\_\_\_\_ Purchase thru fair @\$90

*I have read and understand all information given with this application/contract including Vendor Guideline and Commercial Space Requirements and Fees. Once completed application/contract has been signed by both parties, full payment will be expected. I certify that all information contained in this application to be true and accurate to the best of my knowledge.*

**El Dorado County Fair Association** Company Name Folsom Lake College  
 Jody W. Gray, Chief Executive Officer Signature Kathleen Fukler 4/6/16  
 VPA

FOR OFFICE USE ONLY

Date	\$	Receipt#	Booth	Ins	RV	Elec	Oth
Date	\$	Receipt#	Booth	Ins	RV	Elec	Oth
Date	\$	Receipt#	Booth	Ins	RV	Elec	Oth

## COMMERCIAL VENDOR REQUIREMENTS AND FEES

### REQUIREMENTS

- Booth spaces are sold in 10'x10' increments (10'x10', 10'x20', etc.), except for Outdoor Areas, Breezeway 1 & Breezeway 2.
- Vendor spaces have access to 20 amp 120 volt power. **Specify any special needs on the application. Additional power requires additional fees (See fee schedule).**
- All vendors will be required to provide \$1,000,000 public liability insurance naming the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured. You may purchase insurance through us for \$90.00 (Rate subject to change)

### FEES

#### Mark D. Forni Building (Sleep Train Mattress Centers' Commercial Building)

- Indoor commercial space is located only in the Sleep Train Mattress Center Commercial Building.
- Spaces are draped with 3' sidewalls and 8' back walls. Signs, banners, and product may not extend above the 8' height. Back wall drapes provided only in the center of the building unless prior arrangements made with management.

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
• El Dorado County businesses:	\$525	\$500
• Out-of-county businesses:	\$550	\$525
• Corner spaces:	\$ 50 additional	\$ 45 additional

#### OPEN-AIR TENT AREAS (PLAZA, PAVILION TENT, FOOD COURT & AVENUE)

- The Plaza Area is located inside the Green Gate (on Placerville Dr). Canopies must have straight legs.
- The Pavilion Tents are located near the horse arena. (We provide tent and lighting).
- Food Court (next to Sleep Train Mattress Center Commercial Building) and Avenue (along road coming in through Blue Gate (near Raleys) spaces are required to provide own canopy and lighting.

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
• El Dorado County businesses:	\$375	\$350
• Out-of-county businesses:	\$400	\$375
• Corner spaces:	\$ 50 additional	\$ 45 additional

#### THE BREEZEWAY

- **Breezeway 1** is located between the Sleep Train Mattress Center Commercial Building and Cooking Stage Buildings. **Most of these spaces are 9' x 10' so vendors with soft setups will fit better.** **Breezeway 2** is located past Breezeway 1 to the Avenue. Most of these spaces are 10' x 10' and require straight-legged canopies and your own lighting.
- **Most spaces in Breezeway 1 are covered by shade cloth provided by the fair. No tops allowed on booths (except in the event of inclement weather – but booth poles are allowed if necessary).** Some booths will require vendor to provide own tent and you will be notified upon space assignment.

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
• El Dorado County Businesses:	\$375	\$350
• Out-of-county businesses:	\$400	\$375
• Corner spaces:	\$ 50 additional	\$ 45 additional

#### OUTDOOR AREAS (BULK RATE)

- Outdoor exhibit spaces are designated by Fair Management and located throughout the fairgrounds.
- Exhibit spaces are not supplied with drapes, carpeting, or shading. Exhibitors are responsible for furnishing such items, if needed, and the Fair must approve them in advance.
- This rate applies to spaces **no less than 300 square feet.**

	<u>Rental Rates</u>	<u>Cash Discount Price</u>
	\$2.75 per square foot	\$2.50 per square foot

#### RENTAL RATES (PER RV SPACE)

Space is limited ~ **first come first served basis.** Sleeping in your vehicle is not allowed without an RV permit!

**\$45/night – 30amp & water**

RVs may not be able to run all internal equipment. **Fees due with application.**

**Please note RV length & type (motorhome, trailer), and arrival/departure dates on contract/application**

#### ADDITIONAL BOOTH ELECTRICAL FEES (IF NEEDED)

20 amp 120 volts	\$ 80.00	50 amp 208 volts	\$ 197.00
60 amp 208 volts	\$ 236.00	70 amp 208 volts	\$ 275.00

**Not all electrical is available in all areas. List your needs on the application! Please remember:**  
**WHEN SIGNING YOUR APPLICATION/CONTRACT WITH THE EL DORADO COUNTY FAIR, YOU ARE AGREEING TO COMPLY WITH ALL REQUIREMENTS AND GUIDELINES INCLUDED IN THE 2016 VENDOR APPLICATION PACKET.**

# 2016 El Dorado County Fair

## VENDOR GUIDELINES

### Table of Contents

*By signing the accompanying vendor (both commercial and concessionaire) application, you acknowledge you understand and accept the vendor guidelines.*

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Americans with Disabilities Act	9	Painting	9
Appearance of Personnel	6	Parking	6
Audits	11	Permanent Concession Stands	12
Baby Corner	9	Possessory Interest Tax	9
Bad Checks	9	Product Sales/Restrictions	7
Beverage Containers	11	Prohibited Items	7
Booth Access (during Fair)	5	Raffles & Free Drawings	7
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Booth Fees	4	Security/Theft Protection	9
Business Licenses & Permits	7	Seller's Permit	7
Cash Register Requirements	10	Set-Up Schedule/Access	4
Cleaning your booth/Trash	8	Sexual Harassment Policy	10
Closing Night/Tear-down instructions	10	Shipments	8
Concession Cleaning	11	Signage	6
Condiments	11	Smoking & Alcohol	5
Copyrighted/Licensed Merchandise	7	Staffing your Booth	6
Electric/Gas Carts/Mopeds/Scooters	9	State, Federal & Local Laws	10
Employee Discounts	8	Stock Trucks	7
Evaluation/Violation Slips	9	Subleasing/Booth Sharing	6
Fair-time Hours	5	Tents	8
Fire Extinguishers	11	Towing	6
First Aid	9	Unauthorized use of additional space	6
Forklifts	8	Utilities	8
Giveaways	8	Utility connections	8
Gray Water	12	Vendor Gate	5
Grease Disposal	12	Water	11
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Health Department Permit	12	Water Use During Set-up	6
Inclement Weather	8	Will Call	4
Insurance	7	Work Permit	7
Landscaping	9		
Menu/Price List/Signage	11		



We offer a cash discount price to vendors until May 15<sup>th</sup>, 2016. Cash includes, cash, cashier's check, money orders and checks. After May 15<sup>th</sup>, only cash cashier's check, credit cards or money orders will be accepted. Additionally, if payment not received in full by May 15<sup>th</sup>, or if your check is returned by the bank for any reason, you will be responsible for the full rental rate, a NSF fee of \$25 plus any necessary collection fees.

#### BOOTH FEES

50% of the booth fee is due with return of signed application and the balance is due within 60 days of submission of application. Applications submitted without payment may not receive their desired booth space. We have special pricing where we will accept cash, checks, cashiers checks or money orders. Checks may only be received until May 15, 2016. However if you pay with a check and the check does not clear or your final payment is received after this date; then you will be responsible for the full rental rate as well as a \$25 check fee for non-cleared checks, and you may not receive requested booth space. Any application not returned and not paid in full, including all fees, is subject to cancellation whenever fair management deems necessary.

#### REFUND INFORMATION

If a Licensee cancels prior to the fair, the refund of payments made is as follows:

Fair Office receives cancellation notice in **writing**:

Less than 30 days prior to Fair – no refund

More than 30 days prior to Fair - minimum 25% retention fee of booth cost

**If we are unable to sell all the space in your area, such as Sleep Train Mattress Commercial Building, (not your exact spot) no refund will be issued.** All requests for refunds must be made in writing and are subject to approval by the Board of Directors.

#### VENDOR ADMISSION & PARKING CREDENTIAL INFORMATION

Twenty (20) Daily Vendor(Concession) Passes or Sixteen (16) Daily Vendor (Commercial) Passes and one (1) parking credential will be issued. Admission credentials may be used at any admission gate. Be sure your staff is given the correct amount of credentials or are prepared to pay full price at the gates. NO ONE will be permitted on the grounds without credentials. Lost credentials will not be replaced. **Additional Vendor Admission credentials are available for purchase at \$6.00 each, up to 52.** Beginning Thursday June 16<sup>th</sup>, Vendors with coolers & outside food must utilize Vendor Walk-Thru Gate, (which is near Skate Park). Parking permits are valid in Vendor Parking Lot only (location to be determined) and once that lot is full, vendors must use public parking. The El Dorado Transit shuttle will be picking up at various locations and dropping off at the Green Gate (Placerville Drive) from opening until 30 minutes after fair closing each day of fair. Please let your staff know of this service, as this parking and shuttle are **free**. Complete shuttle locations and times will be available by calling the fair office in May or by checking our website [www.eldoradocountyfair.org](http://www.eldoradocountyfair.org). No additional fair time parking credentials are available.

#### WILL CALL

If you wish to leave tickets for someone, please deliver them to the Blue Gate if they are parking on grounds, or Green Gate if they are arriving via shuttle bus.

#### SET-UP SCHEDULE

**Vendor Credentials will be available at the Blue Gate starting Monday June 13<sup>th</sup>.** You must place the parking permit that is in your packet on your dashboard. The permit must include a valid phone number in order to contact you while you are on grounds. Additional 4 hour temporary passes for parking during set up are available at the Blue Gate. If the Fair Management has not received all necessary documents/payments your packet will NOT be available at Blue Gate and you will have to go to the Fair Office to complete necessary paperwork/payment, which during fair week, can take an extensive amount of time. Licensees will be responsible for the installation and disassembling of their own displays. No part of the display should interfere in any way with another exhibit. **Lumber, tools, ladders, electrical fixtures, light bulbs, plastic trash liners, paper towels, etc. are not available** on the fairgrounds. Such material **must** be obtained from local suppliers at Licensee expense.

Set-up dates and times are as follows:

Self-Contained Units and All Food Stands:	Sat. June 11, 9 am - 5 pm, Mon June 13 & Tues June 14, 9 am - 6 pm (June 15 only with prior management approval)
Breezeway & Outdoor:	Mon June 13 & Tues. June 14, 9am -6pm & Wed June 15, 9am - 9pm*
Sleep Train Mattress Centers Comm'l Bldg:	Mon & Tues June 13 & 14, 9am - 6pm, Wed June 15, 9am-9pm
Pavilion Tent:	Tues June 14 9am - 6pm & Wed June 15, 9am – 9pm

Dates / Hours of set up are subject to change.

BREEZEWAY & PLAZA VENDORS, PLEASE NOTE: DUE TO OUR VIP/MEDIA PARTY, ALL VENDORS LOCATED IN THE PLAZA MUST HAVE VEHICLES REMOVED FROM BOOTH AREA BY 4 PM, WEDNESDAY, JUNE 15\*.

**If you have ANY questions about your location please contact Fair Management prior to setting up!**

## 2016 HOURS OF OPERATION & FEES

Thursday, June 16 <b>KID'S &amp; SENIOR DAY</b>	Sleep Train Mattress Centers Building Vendors	Noon – 10:00 p.m.
	Outside vendors:	Noon – 11:00 p.m. (May stay till Midnight)
	Non-Comm Exhibit Buildings	Noon – 10:00 p.m.
	Carnival Opens	Noon – Midnight
Friday, June 17 <b>TEEN DAY</b>	Sleep Train Mattress Centers Building Vendors	Noon – 10:00 p.m.
	Outside vendors:	Noon – 11:00 p.m. (May stay till Midnight)
	Non-Comm Exhibit Buildings	Noon – 10:00 p.m.
	Carnival Opens	Noon – Midnight
Saturday, June 18 <b>LIVESTOCK AUCTION</b>	Sleep Train Mattress Centers Building Vendors	10:00 a.m. – 10:00 p.m.
	Outside vendors:	10:00 a.m. – 11:00 p.m. (May stay till Midnight)
	Non-Comm Exhibit Buildings	10:00 a.m. – 10:00 p.m.
	Carnival Opens	Noon – Midnight
Sunday, June 19 <b>FATHER'S DAY</b>	All Vendors	Noon – 10:00 p.m.
	Non-Comm Exhibit Buildings	Noon – 10:00 p.m.
	Carnival Opens	Noon – 10:00 p.m.

### DAILY ADMISSION

Adult (13+)	\$10	Children (7-12)	\$7
Seniors (60+)	\$7	Children (6 & under)	FREE

**\*DISCOUNTED PASSES** Please see website [www.eldoradocountyfair.org](http://www.eldoradocountyfair.org) or call 530-621-5860. **\*DISCOUNTED TICKETS** must be purchased through the fairgrounds or online no later than 6pm on June 16<sup>th</sup>.

### **VENDOR GATE**

Beginning **Thursday June 16<sup>th</sup>**, all concessionaires and commercial vendors should utilize "Vendor Gate" to walk onto grounds. Vendor Gate is located in between entrance to Grandstands and Skate Park in the first parking tier. Please have your credentials ready for staff at gate. All people entering this gate will be electronically searched (wanded) and bags/ice chests will also be searched. Vendors are allowed to bring in own food and SEALED drink, however no alcohol is allowed. **No person may enter fairgrounds with a weapon of any kind, including people with a CCW.**

### **OUTSIDE VENDOR FOOD & DRINK POLICY**

Vendors, concessionaires, and their employees will be allowed to bring in a small ice chest, food items and commercially sealed plastic or canned drinks. **(NO ALCOHOL ALLOWED!!)** As a courtesy to your patrons who are not allowed to do this, we ask that you bring in your coolers prior to fair opening. There will be a **separate vendor gate entrance (next to skate park, in parking tier 1) for vendors to bring in cooler** refills if needed. **NO GLASS CONTAINERS ARE ALLOWED ON GROUNDS.** All food/beverages must be served in paper cups, cans or plastic bottles.

### **SMOKING AND ALCOHOL**

**Smoking is prohibited in all licensee's booths**, Grandstands, Carnival Areas, Kids Corral (free children's activity area), Livestock Areas, concession row, in the buildings, and within 20' of any building at all times. Smoking is allowed in the following areas: Behind the Grandstands, Beer Tree, Main Lawn except under shade cloth. **ABSOLUTELY NO SMOKING or ALCOHOLIC BEVERAGES IN VENDOR BOOTH!**

### **BOOTH ACCESS DURING FAIR**

All vendors must be off grounds by 1am Thurs/Fri/Sat night. Outside booths may be accessed during times listed below. The Sleep Train Commercial Building will be open for vendors at 7am Thurs, 9am Fri, 7am Sat, 9am Sun; and vendors may remain in booth until 30 minutes after the building closes at night (except Sunday). Entrances: **Vehicles** will only be allowed on grounds at the following times: Thursday 7 – 10am, Friday 9 – 11am, Saturday, 7 – 9am and Sunday 9 – 11am. There are two separate vehicle entrances for vendors who have an admission credential - Blue Gate near Raley's, and Yellow Gate on Fair Lane. After these ending times **NO VEHICLES WILL BE ALLOWED ON GROUNDS!**

### **BOOTH APPEARANCE/DECORATIONS**

Licensee is totally responsible for the maintenance and attractive condition of assigned space. Space must be cleaned and put in attractive condition **prior** to the official opening time each day of the Fair. All storage of supplies, boxes, or cases must skirted or screened and **kept from public view**. Licensees may decorate their booths or employ an independent firm to do so at their own cost. **All materials must be flameproof** with final approval resting with the Fire Marshal and local fire safety authorities.

**Booth height may not exceed 8 feet if in the center of the room and 8 feet if on a hard wall, and 4 feet on sides**, unless prior approval is given by fair management. Indoor spaces include 3 foot pipe and drape side walls. Vendors not against a solid wall also have a pipe and drape back wall of 8 feet. Back walls may not extend higher than 8 feet, and side walls may extend to 8 feet high for the back 4 feet of

space and 3 feet high thereafter. No exhibit or display may be as high along the front or sides of the booth as to hide the adjoining or neighboring exhibits from the view of visitors passing along the aisles. **This includes all signs, display materials, and product!** Your booth must not exceed the size for which you have contracted. Unauthorized use of additional space will result in a violation and the Licensee will be billed for the space at the prevailing rate. In addition, Licensee may not be invited to return. All vendors must work *within* the confines of the assigned space. **No hawking in the aisles or outside of your booth allowed.**

**Outside vendors with booths should not begin setting up without first being spotted by Management.** All spaces are furnished by Exhibitor, including tables, chairs, Fire Marshal approved shade covering (if not provided by Management), and extension cords. All aisle space belongs to the Association, and all activities of Exhibitor, his agents, employees or representatives must be confined within the allotted area and may not be carried on elsewhere on the fairgrounds. Goods may be sold and orders taken only within the confines of the exhibit. The following will not be allowed: Solicitation above the ordinary speaking tone of voice; gifts or souvenirs upon which a noise can be made (whether sold or given away). Sound-producing devices may be installed and operated, but only by first obtaining written permission from the Association.

All reasonable care must be exercised in the interest of public safety, and compliance with safety requirements must be maintained. All fire regulations as prescribed by the State Fire Marshal, local authorities and Management must be strictly observed. Anyone exhibiting a pool or spa that contains water **MUST COVER** the pool or spa when leaving at night, and must have at least a rope and stand barrier around these items at all times. The Exhibitor is entirely responsible for allotted space, reasonable wear and tear excepted. **PAINTERS TAPE ONLY ALLOWED ON FLOORS** (no duct tape).

### **UNAUTHORIZED USE OF ADDITIONAL SPACE**

Unauthorized use of additional space will result in a violation and the Licensee will be billed at the prevailing rate. In addition, Licensee may not be invited to return. Violations will be issued to vendors working outside their booth space. All vendors must work *within* the confines of the assigned space.

### **STAFFING YOUR BOOTH AND APPEARANCE OF PERSONNEL**

**YOUR BOOTH MUST BE PROPERLY STAFFED AT ALL TIMES DURING FAIR OPERATING HOURS. YOUR BOOTH SHOULD NEVER BE LEFT UNATTENDED!**

Licensee shall be solely and absolutely responsible for the conduct and personal appearance of all personnel in his/her employ. Such employees shall be neatly dressed, orderly and polite in their conduct and speech at all times. Models dressed inappropriately (i.e. bathing suits of any kind, etc.) are prohibited. **Intoxication, use or possession of any controlled substance, or impolite, discourteous or obscene speech or conduct toward, or within hearing range of the public, shall be sufficient grounds for termination of this contract at the sole discretion of Fair Management.**

### **SUBLEASING/BOOTH SHARING**

**Licensees are strictly prohibited from subleasing, assigning or apportioning the whole or any part of the contracted space allotted for exhibiting, or selling any goods not sold by the licensee in the regular course of business.** No subleasing of space shall be allowed under any circumstances.

Subcontracting shall be allowed only to permit a manufacturer to sell its own product through a third party. No subcontracting or subleasing shall be allowed to a third party to sell, advertise, or exhibit anything but the assigned licensee's goods or services.

### **PARKING**

Parking is at a premium on the grounds during the fair. Licensees are responsible for advising their employees of all parking regulations.

- \* Vehicles will not be permitted within the enclosure of the Fair at any time fair management deems necessary. See section **"ADMISSION & PARKING CREDENTIAL INFORMATION"** for details
- \* **Licensees are expressly prohibited from selling, duplicating, or reissuing parking credentials.** Violators will be removed from the fairgrounds and will be unable to operate at future fairs. ~~Sleeping in vehicles with parking pass is strictly forbidden.~~

The Fair is not responsible for fire, theft, damage to, or loss of vehicles; or articles left therein, on the premises. Any person parking in non-designated areas does so at their own risk, and is subject to towing and storage fees. **Vehicles without a valid parking pass are subject to towing, this includes RV's & Stock Trucks.**

### **TOWING POLICY**

Towing cars is a necessary evil to maintain order in our facility and we will not hesitate to do so. **In the event your vehicle has been towed, please contact one of the Gate personnel and ask them to contact the guest services supervisor,** from whom you will receive instructions on recovering your vehicle. Be prepared to pay towing charges! Do not go to *the Fair Office, as we will be unable to help you.*

### **SIGNAGE**

All booth signage (price signs, etc.) must be of a professional nature. **No handwritten signs will be allowed.**

### **WATER USE DURING SET UP**

Once the canopies are up for outdoor exhibitors, the problem of water run-off is an even greater nuisance. Use high pressure steam cleaning or a mop and bucket to clean your stands during set up and for the duration of the fair. Washing floor mats and slats in the street after closing is prohibited! **Water run-off is a waste of water and prevents a smooth set up for other exhibitors.**

## PRODUCT SALES/RESTRICTIONS

Only those products listed on the contract may be sold or displayed. If a request to sell certain items on the application is not reflected on the contract, those items were not approved for sale and you may be asked to remove those items from sale. No *substitutions* can be made without prior written approval of management. Fair management reserves the right to decline or prohibit any Exhibit, Exhibitor or proposed Exhibit or Exhibitor, not approved by it, and to permit only such matter and conduct as it may approve. This reservation covers persons, things, conduct, printed matter, advertising, souvenirs and emblems, and all else that affect the Fair. Misrepresentation of product or business on the application will result in cancellation of contract. *Please check your returned contract copy as items listed may have been disallowed by Fair Management.*

## PROHIBITED ITEMS

The following may not be sold, displayed, or given away on the fairgrounds: Items determined offensive by Fair Management, in its sole discretion, will be ordered removed.

- Items referring to alcohol abuse, drug use, violence, pornography, hatred, gangs and/or discrimination or are suggestive in nature. No law enforcement, FBI, or Security t-shirts are to be sold.
- Stun guns, switchblades, brass knuckles, high-powered water guns, TOY GUNS OF ANY TYPE, knives, pyrotechnical equipment and martial arts weapons.

If you are unsure about an item, please have management's approval prior to offering item for sale.

A fine of \$500.00 per violation applies to the distribution of flyers outside your booth. Advertising by means of posters, handbills, flyers, etc., on buildings, trees, posts, parked vehicles or other places is not permitted, nor will anyone be permitted to distribute advertising material outside their assigned space. Placing of advertising material on or in automobiles on the fairgrounds is specifically prohibited. Fair Management reserves the right to determine whether an item is considered offensive or in poor taste, and to prohibit the sale/display of such an item. Failure to comply will result in immediate termination of contract.

## COPYRIGHTED / LICENSED MERCHANDISE

Any Licensee that is selling copyrighted or licensed merchandise must provide documentation upon request that supports their right to sell these items.

## MICROWAVE NOTICE

If a microwave is in use, vendors must post a notice visible to the public to that effect.

## STOCK TRUCKS

Parking for stock trucks is limited and available on a first-come first-served basis. The cost is \$75.00. Please add this amount to your contract, including length and electrical needs. A stock truck pass will be issued after payment received. **Any stock truck without a valid pass will be towed! No sleeping in stock trucks allowed!**

## SELLER'S PERMIT

Any licensee who will be selling or taking orders must obtain a California State Seller's permit number. Any information regarding sellers permits and applications for same are available through the State Board of Equalization. **All licensees must file for this permit and have a copy included with your application (or State Board Form BOE410D completed).** For further information, contact the State Board of Equalization at 916-255-3350. **Vendors without a valid sellers permit during the fair will be closed down.**

## INSURANCE – GENERAL LIABILITY

Unless otherwise approved by Fair management, a Certificate of Insurance for general liability is mandatory for all vendors and must be submitted directly from your agent to the Fair Office. **All vendors will be required to provide \$1,000,000 public liability insurance naming the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured. Insurance must include June 14 & 15, 2016 for setup days, June 16-19, 2016 for Fair dates and June 20, 2016 for a teardown day.** CFSA Master List – if you have coverage through CFSA and are on their Master List, please provide your number to the fair office. Insurance coverage may be purchased through the fair office. The current rate is \$90.00. (Price subject to change) This should be submitted no less than 20 days prior to opening day.

## INSURANCE – WORKER'S COMPENSATION

California State Law Requires: All employers must carry Worker's Compensation Insurance whether you have full-time, part-time or temporary employees. The policy must be current, valid and in force under the name of your legal entity which would be the same as your registration with the California State Board of Equalization, Employment Development Department and the Internal Revenue Service. Employees include ANYONE who is not a legal owner or a legal partner of the business.

## WORK PERMIT

Employees, under eighteen years old, must have current school work permits, whether residents of California or out of state.

## BUSINESS LICENSES AND PERMITS

All licensees will be required to comply with all applicable licenses & permits.

## RAFFLES/FREE DRAWINGS

**Raffles are not allowed** to be conducted during the fair. Free drawings may be conducted within booth space and winners must be drawn by closing day of the fair. Copies of entry forms and names of all winners must be supplied to fair management.

## GIVEAWAYS

Exhibitors may not give away advertising novelties that compete with concessionaires' merchandise, who have paid for the privilege of selling these items. List intended giveaways on your application, as prior management approval is necessary for any giveaway. **If the giveaway is to be a fair approved food item or cups of water, a health permit will also be necessary.** All licensees that handle food in the booth (including prepackaged items and sampling) must obtain a health permit from the County of El Dorado. Permit fee is \$143.00 for hazardous items and \$73.00 for prepackaged items. Forms can be downloaded at: [http://www.co.el-dorado.ca.us/emd/pdf/TFF\\_Application.pdf](http://www.co.el-dorado.ca.us/emd/pdf/TFF_Application.pdf). Return forms and money to **EDC Fair, with check for permit payable to El Dorado County Environmental Health.** Forms and money must be received by the Fairgrounds no later than 30 days prior to event opening. If submitted after that date the fees are \$180 and \$73 respectively.

## EMPLOYEE DISCOUNTS

Licensees are not expected to offer, nor are they obligated to extend, discounted merchandise or food to employees or officers of the Fair. You are encouraged to **notify the Fair Office if approached or solicited by any employee asking for free or discounted merchandise/food.**

## SHIPMENTS

C.O.D. shipments are never accepted! Fair personnel are not permitted to handle money or checks, please do not ask them to do so on your behalf. All prepaid shipments to licensees should be addressed as follows:

Licensee Business Name  
El Dorado County Fair  
100 Placerville Drive  
Placerville, CA 95667

**Fair management is not responsible for delivering these goods to you.** If you are expecting a shipment please check with Fair Office. Fair management is not responsible for loss or damages to merchandise. Fairgrounds may or may not have forklift available for unloading shipment, if not, shipment will be refused.

## FORKLIFTS

Forklifts with operators for unloading heavy material are available upon request through the Fair Office. Arrangements must be made in advance and for a specific time. The cost of **forklift assistance is \$85.00 per hour** or any portion thereof, and payment is the sole responsibility of Licensee. Please note that the Fair **reserves the right of first priority** for use of the forklift. **The forklift will not be available in the Main Building after 4pm Tuesday June 14.** The outdoor areas will be dependent on accessibility. Vendors using their own forklifts must be certified to operate on grounds. Fair staff can revoke the use of forklifts for safety reasons.

## INCLEMENT WEATHER

In the event of inclement weather, all booths (outdoor locations included) are expected to continue operating as per normal fair hours. Licensees are expected to make any necessary provisions for protecting stock from sun, wind, inclement weather, flooding, sprinklers, etc. **Booths located in the Breezeway can use the tops to their pop-ups only in the event of inclement weather.** The fair does not have access to pop-up tops for vendors. Store one in your vehicle for the unexpected. The Fair is not responsible for damage to booth merchandise.

## TENTS

The following fire and life-safety requirements shall be applicable for all tents, awnings, and fabric-covered enclosures. **All tents, awnings, and other fabric-covered enclosures shall be made from a non-flammable material or shall be treated and maintained in an approved flame retardant condition.** Documentation shall be maintained with the tent or awning. All tents with an occupancy of 11 or more shall bear the seal of the California State Fire Marshal. **No smoking shall be allowed in any tent.** NO SMOKING signs shall be posted. No open-flame device shall be permitted in any tent or tent structure.

## UTILITIES

110v electric outlets are available within 100 feet of all booths. However, **vendor must provide own 3-prong, 12-gauge, 100' extension cord.** If more than one outlet is needed, **vendor must provide own power strip with surge protector.** All plumbing and electrical work required (other than the 110v electric outlets) **must be installed at licensee's own expense under the supervision of fairgrounds management PRIOR to fair opening.** All such installations shall conform to regulations established by the applicable city, state, and local governmental authorities.

## UTILITY CONNECTIONS

Any hard wiring of electrical equipment will be at the discretion of fairgrounds management. Requests for hook-ups must be made at the Fair Office. Licensees are responsible for the proper installation and operation of their equipment. **The fairgrounds will not be responsible for damage resulting from improperly wired or installed equipment.** The Fair is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s) or other electrical powered equipment.

**LICENSEES LOCATED ALONG THE WALLS MUST NOT BLOCK ACCESS TO FIRE HOSES OR EXTINGUISHERS AND PHONE WIRINGS ON WALLS.**

## CLEANING YOUR BOOTH/TRASH

All packing cases, crates and debris of any kind must be removed from exhibit space prior to time of opening each day. Management will furnish necessary janitor service for all aisles and areas used by the public, but Exhibitors must, at their own expense, keep their exhibit space arranged and clean. All trash must be placed in receptacles provided by fair or swept into aisles after closing. All booths must be

kept clean and orderly at all times. Rubbish must not be swept into aisles except immediately after closing. **All trash must be set out after the fair closes at night, do not leave this until the morning as daytime pick-ups will not be made.** Do not stack empty boxes, instead break down and place in trash receptacles or outside building entrances after the fair is closed. Refuse cans are outside the exhibit buildings for the licensee's convenience. **Please be sure that the cardboard goes in the appropriate containers.** When vacating your space, please be sure it is left clean and free of debris.

#### **WATER TRUCK**

All **outdoor vendors and concessionaires must be aware that a water truck is used** in order to dampen the streets and keep dust down. Before leaving your booth each night, please pick up any items that cannot get wet and place them on crates or tables.

#### **LANDSCAPING**

No licensee shall cut, trim, damage, or place anything in any of the Fair's landscaping. **Dumping of waste water or other liquids into landscaping or storm drains is prohibited.** Violators will be charged time and material for repairs.

#### **PAINTING**

No painting of floors, booth backgrounds or space dividers will be permitted without written permission from fair management

#### **SECURITY/THEFT PROTECTION**

The Fair will provide 24-hour general grounds and building security. **Licensee is responsible for any booth left unattended and during non-fair hours.** Fair management will not be responsible for lost, damaged or stolen merchandise. Management will provide roving guest services and will exercise reasonable precaution for the protection of Exhibitor's property, but shall assume no responsibility for loss or damage to Exhibitor's property. Small or fragile articles or displays should be put away for safe keeping by Exhibitor at the closing hour each night. Exhibitors must be out of the Sleep Train Mattress Centers Commercial Building within 30 minutes of closing each night. A guest services staff member will be on duty in the building from when the building opens for cleaning and re-stocking until the building opens to the public, also at closing, 30 minutes past closing and during set up/tear down. Exhibitors who have valuable merchandise in their booths should be present at building opening.

#### **BABY CORNER – SPONSORED BY FIRST 5 of EL DORADO**

For use by families, moms and dads. Baby Corner has room to change baby's diapers, a quiet place for nursing moms, running water, microwave, toys and books for the toddlers.

#### **BAD CHECKS**

An administrative fee of \$25.00 will be charged for any check returned for ANY reason.

#### **ELECTRIC OR GAS CARTS / MOPEDS / SCOOTERS**

All carts and mopeds are prohibited on fairgrounds during Fair hours. Such vehicles are considered a safety hazard and Fair management shall have sole discretion to determine their use and limits on the grounds. **Skateboards or roller skates/blades** are prohibited on the fairgrounds at all times.

#### **EVALUATIONS/VIOLATION SLIPS**

Vendors not adhering to written guidelines are subject to violation slips. Please note that each booth must maintain a copy of the Guidelines at all times in their assigned space. Failure to do so will result in a written violation. It is your responsibility to make your employees aware of the impact these evaluations have on future participation at the fairgrounds. Response to written violations should be provided on the back of the violation slip and returned to the Fair Office within 24 hours. Violations play an important role when deciding to invite a Licensee back to the El Dorado County Fair. Licensees are required to comply with any adjustments deemed necessary as a result of an evaluation conducted by the Fair.

#### **FIRST AID**

Professional medical personnel are on the grounds during all operating hours of the fair. *First Aid is located in the area behind the Tiki Bar, which is outside the Corker Building across from the Beer Tree Area.* Please direct persons seeking assistance to First Aid.

#### **POSSESSORY INTEREST TAX**

This rental may create a possessory interest subject to property taxation and the licensee may be subject to the payment of property taxes levied on such interest. In brief, the law states: "Under States law, a possessory interest is the taxable value for the private use of nontaxable public property. The taxable value of the possessory interest is determined by considering the length of the rental, the rental payments, and the permitted use of space."

#### **AMERICANS WITH DISABILITIES ACT**

The Americans With Disabilities Act (ADA) makes it illegal to discriminate against anyone because of a physical or mental impairment. It is the responsibility of each licensee and their employees to adhere to the requirements of ADA. In simple terms, every effort should be made to allow guests with disabilities to participate in the purchase of food or merchandise, receive services, etc. The following specific examples will be of assistance in accomplishing compliance. **All vendors at the El Dorado County Fair must make a special effort to serve guests with disabilities**, for example:

- If someone in a wheelchair needs assistance in ordering, examining, or receiving a product, extra effort should be made to assist this person, even if it requires sending an employee outside the exhibit or concession to take their order, show them the product, provide service, or deliver the product.
- Your staff should be prepared to read your product price list and/or menu to a visually impaired guest.

Any questions, comments or complaints should be directed to the Fair Office.

It is the position of the El Dorado County Fair that all guests be treated in an equal and courteous manner so that they may participate in the fun and enjoyment the fair offers, while insuring a safe and enjoyable experience for all.

## **STATE, FEDERAL AND LOCAL LAWS**

The exhibit shall be conducted and the privileges exercised in strict conformity with all applicable State and Federal laws, all local ordinances and the rules governing the Fair, now existing.

## **HATE AND DISCRIMINATION-FREE**

On February 8, 2005, the Mayor of Placerville, declared "that the City of Placerville opposes any acts of bigotry and prejudice against any individuals and declares itself a hate-free and discrimination-free city." In keeping with this declaration, the fairgrounds reserves the right to refuse any vendor that fairgrounds management deems is in opposition to the spirit of this declaration.

## **SEXUAL HARASSMENT POLICY**

The El Dorado County Fair is committed to providing a work environment which is free from sexual harassment. **Sexual harassment refers to behavior which is not welcome, personally offensive and interferes with employees' effectiveness and work environment.** Sexual Harassment is unacceptable and will not be tolerated.

## **CLOSING NIGHT / TEAR-DOWN PROCEDURES**

The official closing of the 2016 El Dorado County Fair is **Sunday, June 19 at 10 pm. All vendors must remain open until this time - no exceptions!** Any vendors who dismantle their stand or any part thereof prior to 10 pm **will not be invited to return next year.** **NO VEHICLES ON FAIRGROUNDS UNTIL AFTER 11:00PM, OR UNTIL GUEST SERVICES STAFF DEEMS IT SAFE.** Detailed instructions will be included in your vendor packets. Unless otherwise authorized, all exhibit material must be removed from the grounds **within two days** after the closing of the fair (Tuesday, June 21 by 3pm). Failure to remove exhibit material(s) by this deadline may result in **moving/storage fees of not less than \$100.00 per day** and material(s) will be subject to disposal at owner expense, at the Fair's discretion. Fair management is not responsible for any merchandise or booth material(s) left on the grounds.

## **FOOD / DRINK / CONCESSIONAIRES**

### **ADDITIONAL INFORMATION FOR CONCESSION VENDORS**

#### **CASH REGISTER REQUIREMENTS**

- Every concession stand **must** have a working cash register that has a removable tape. There must be a working, legible ink tape in place as well. The register shall be visible to customers when placing an order. Maintenance of registers is the Licensees' responsibility. Please report downtime to Fair Office immediately.
- **All sales must be rung up on the cash register.** Cash drawers will be closed following each sale. Continuously opening cash drawer or use of separate cash box is prohibited.
- Please keep "No Sales" to a minimum. Excessive use of the "No Sale" key will be construed as an unrecorded sale and a factored amount will be added to daily sales by Fair auditors.
- **Over rings** - All sales must be rung into the cash register. If a cashier makes an error after the sale is finalized on the register, then it **must be recorded on the over ring report and circled on the cash register tape. Do not ring a void or try to credit the sale.** The correct sale amount must be re-rung in to the cash register. If excessive over rings occur, licensee will be required to use a register with pre-set price keys that can be cancelled before hitting the cash key. Once the cash key is entered, voids are prohibited. Attach receipt tape to over ring report. **Reporting over rings is your responsibility. The concessions auditor will not be able to locate your over rings for you.**
- **Under rings** - There should be no under rings.
- **"Z" Tapes** - Please start the fair with a new ink cartridge. Tape must be legible. The auditor will take readings from your stand on opening day, or earlier by arrangement with Fair Office. Each day thereafter you will "Z" your tapes before opening for the day and bring the "Z" and all register tapes to the office by 10am, clearly marked with the date and concession name. These tapes will not be returned to you. Daily sales figures as reported by the Concessions Auditor will be used as the basis for your final sales figures.
- On closing night, our auditors will come around to "Z" you out. **Under no circumstances should a concessionaire "z" themselves out on closing night! Do not leave the grounds without being "Z'd".**
-

- Every concession stand must have a cash register. No stand may operate from an open cash drawer. Each register must have the following capabilities:

- ⇒ Customer Display (must be visible to public -pivot display suggested)
- ⇒ Continuous grand total
- ⇒ Cumulative Z counter
- ⇒ 30-day battery back-up
- ⇒ Readable tape
- ⇒ Consecutive transaction number
- ⇒ X reading
- ⇒ Key protector
- ⇒ **CURRENT PRINTED DATE & TIME ON DETAIL TAPE**
- ⇒ **DUAL TAPE CASH REGISTER IS HIGHLY SUGGESTED!!- If you do not have a dual tape, you must be able to provide customer receipts.**

Fair reserves the right to approve the type of cash register used. While it is not mandatory, it is recommended that cash registers have pre-set keys. We strongly encourage point of sale registers to avoid mistakes. All sales are to be rung into the register; **no scrip** is to be taken unless you obtain prior fair management permission. **Any cash register problems must be reported immediately to the Concessions Auditor!!!**

### AUDITS

Each concession stand **must** have a cash register. Please refer to Cash Register Regulations in this guideline. A Concessions Auditor will observe all concession stands for violations. **Our Concessions Auditor will come by opening day to "Z" your registers prior to your first transaction for Fair. If you would like to be "Z'd" earlier, please contact the fair office so arrangements can be made. Upon opening each additional morning, "Z" your own registers and bring the opening tapes to the Fair Office by 10am.** Tapes must be marked with concession name and the date. Remember to bring your over ring sheets. Over rings are not the auditor's jobs to locate! **On closing night of the Fair, the Concessions Audit staff will close your stand and collect tapes, at which time you must report to the Fair office for final settlement even if you believe you don't owe any money.** Arrangements for settlement on Monday must be approved through Fair Management prior to Sunday night. All Concessionaires are subject to daily auditing by Management for the duration of the Fair. Full cooperation and compliance to audit procedures is required upon request. Concessionaires must provide their own cash registers and be fully operational by noon opening day. This includes register tape and readable ink ribbon.

### MENU/PRICELIST

All booth signage (price signs, etc.) must be of a professional nature. **No handwritten signs will be allowed.** The Concessionaire shall post clear and professional signage showing the prices to be charged for all items/services offered for sale to the public under the Concession Agreement; the size of said sign, manner and place of posting subject to approval by Management, and will furnish Management prior to opening day with a list of all sales prices and other charges of any kind whatsoever to be charged by the Concessionaire in said concession space(s).

### BEVERAGE CONTAINERS

No glass containers are allowed on the grounds. All beverages must be served in paper cups, cans or plastic bottles.

### WATER

Each stand **must** provide cups of water, **free of charge**, to any patron who requests it.

### CONDIMENTS

Each stand must provide napkins and straws to be available upon request. Condiment areas must be kept cleaned and fully stocked at all times.

### FIRE EXTINGUISHERS

Each Fair owned food service location shall be provided with a portable fire extinguisher. **Self-contained units must provide their own extinguishers.** They must be fully charged and serviced. Fire Marshall will verify existence.

### CONCESSION CLEANING

In addition to cleaning requirements listed above, Fair Management will provide necessary janitor service for all aisles, streets, roads and areas used by the public, but the Concessionaire must, at his own expense, keep his concession space and adjacent areas properly arranged and clean. All concessions must be clean, all coverings removed, and the concessions ready for business each day at the time specified by Fair Management. The Concessionaire is entirely responsible for the space allotted to him and agrees to reimburse Management for any damage to the floor, hall, equipment, or grounds used in connection with the space allotted to the Concessionaire, reasonable wear and tear and damage from causes beyond Concessionaire's control are excepted. The Marshall Building Kitchen will be available every day of fair for rinsing dishes and disposal of gray water, if necessary. Grease is not allowed down the drain, sinks or toilets. Hours for kitchen use are as follows: Thursday, Friday and Sunday Noon – 9:30pm, Saturday 10am – 9:30pm. No food vendor shall utilize any restroom sink, hose, or drinking fountain for the purpose of washing dishes/utensils.



### **PERMANENT CONCESSIONS STANDS**

Permanent concessions stands will be supplied with the first batch of paper towels and soap. If additional towels and soap are required they can be purchased through the maintenance staff.

### **GRAY WATER**

Concessionaires are not allowed to release gray water onto the fairground's landscaping, pavement or storm drains. **Concessionaires are required to be totally self-contained for the duration of the Fair.** If you cannot be self-contained for the duration, please contact Wilkinson Portable Toilets at (530) 622-6169 to discuss options for gray water removal.

### **GREASE DISPOSAL**

Do not dispose of grease in planters, trash bins or sewers---you **will** be fined \$250.00 plus damages for each violation. It is the entire responsibility of the Licensee to have all grease removed at the end of the fair. **Failure to use the proper containers for disposal of your grease or remove all grease after the fair will result in a \$250.00 fine plus damages,** and you will not be allowed to return to the fairgrounds the following year.

### **HEALTH DEPARTMENT PERMIT**

All licensees that handle food in the booth (including prepackaged items and sampling) must obtain a health permit from the County of El Dorado. Permit fee is \$146.00 for hazardous items and \$74.00 for prepackaged items. Forms can be downloaded by going to: [http://www.edcgov.us/Government/EMD/EnvironmentalHealth/Temporary\\_Food\\_Facilities.aspx](http://www.edcgov.us/Government/EMD/EnvironmentalHealth/Temporary_Food_Facilities.aspx). Click the link and open "Temporary Food Facility Permits." Even if you have an annual permit, you are required to also fill out and return this form (Need Adobe Acrobat to open). Although those with annual permits do not need to pay fees. Return forms to THE EL DORADO COUNTY FAIR with check payable to: EDC Environmental Management, NO LATER THAN MAY 15, 2016. If submitted after that date the fees for hazardous items are \$183.00. If licensee already has EDC health permit, submit a copy directly to El Dorado County Fair, along with the completed form above by May 15, 2016. All safety orders of the Division of Industrial Safety, Department of Industrial Relations, must be strictly observed. The Concessionaire will conduct the privileges granted in the Concession Agreement according to all rules and requirements of the State Department of Public Health and local health authorities, and without infringement upon the rights and privileges provided in the Concession Agreement, and that any and all exclusives granted the concessionaire shall not include the Carnival and the Carnival area.

# 2016 FAIR VENDOR CHECKLIST

**Please take a moment to insure your application is complete  
BEFORE you send it in.**

- Application – complete, signed and legible. Especially e-mail address and telephone number
- Confirm all products you intend to sell/services you will **offer at the fair** are LISTED. Utilize additional paper if necessary.
- Include a copy of your certificate of insurance naming **the County of El Dorado, El Dorado County Fair, and the State of California as additionally insured**. Or include the CFSA Master List # on application. If you wish to purchase insurance for this event from us, please check the appropriate box.
- Copy of resale permit or a completed copy of State Board of Equalization form BOE-410 D. (Included in packet).
- **50%** of booth fee. (100% if after April 16, 2016) **Due in full by May 2, 2016**.
- If paying with credit card, completed credit card authorization form. (MasterCard or Visa only)
- **FOOD VENDORS please** make sure your health permit application is included, complete and check for permit fee made payable to: EDC Environmental Management.
- *Please take a moment to review the vendor guidelines. All of your questions should be found within.*

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Applications may be submitted via 1<sup>st</sup> class mail, (100 Placerville Dr., Placerville CA 95667) or email: [marta@eldoradocountyfair.org](mailto:marta@eldoradocountyfair.org)

## Thank you!